



# City of Galena, Illinois

## AGENDA

REGULAR CITY COUNCIL MEETING

MONDAY, DECEMBER 11, 2017

6:30 P.M. – CITY HALL 101 GREEN STREET

ITEM	DESCRIPTION
17C-0482.	Call to Order by Presiding Officer
17C-0483.	Roll Call
17C-0484.	Establishment of Quorum
17C-0485.	Pledge of Allegiance
17C-0486.	Reports of Standing Committees
17C-0487.	Citizens Comments <ul style="list-style-type: none"> <li>• Not to exceed 15 minutes as an agenda item</li> <li>• Not more than 3 minutes per speaker</li> <li>• No testimony on zoning items where a public hearing has been conducted</li> </ul>

### LIQUOR COMMISSION

None

### PUBLIC HEARINGS

None

### CONSENT AGENDA CA17-23

ITEM	DESCRIPTION	PAGE
17C-0488.	Approval of the Minutes of the Regular City Council Meeting of November 27, 2017	4-8
17C-0489.	Approval of a Request by the Galena Kiwanis Club to Host the First Annual Galena Kiwanis River Trail Run on the Galena River Trail, May 19, 2018	9
17C-0490.	Acceptance of October 2017 Financial Report	--
17C-0491.	Change Order #1 for the Exterior Brick Masonry Repair Project at Turner Hall	10-14

**UNFINISHED BUSINESS**

ITEM	DESCRIPTION	PAGE
17C-0470.	Update on Galena River Watershed-based Planning Project	15

**NEW BUSINESS**

ITEM	DESCRIPTION	PAGE
17C-0492.	Quarterly Presentation by Greater Galena Marketing Initiative	--
17C-0493.	Discussion and Possible Action on Clarification of Prerequisites for the Issuance of a Building Permit for Grace Episcopal Church Addition Project	16-20
17C-0494.	Discussion and Possible Action on Approval of Contracts for the Depot Renovation Project	21-26
17C-0495.	First Reading of an Ordinance Amending Chapter 78: Schedule I "Speed Restrictions" to Lower the Speed Limit on Main Street	27
17C-0496.	First Reading of an Ordinance Adopting a Policy Prohibiting Sexual Harassment for the City of Galena	28-33
17C-0497.	Second Reading and Possible Approval of the 2017 Tax Levy Ordinance for Taxes to be Collected in 2018	34-40
17C-0498.	Warrants	41-47
17C-0499.	Alderspersons' Comments	
17C-0500.	City Administrator's Report	
17C-0501.	Mayor's Report	
17C-0502.	Motion for Executive Session Including: <ul style="list-style-type: none"> <li>• Section 2 (c) (1) – Employee hiring, firing, compensation, discipline and performance.</li> <li>• Section 2 (c) (21) Review of Executive Session Minutes</li> </ul>	
17C-0503.	Discussion and Possible Action on Hiring to Fill the Position of Public Works Laborer	
17C-0504.	Adjournment	

**CALENDAR INFORMATION**

<b>BOARD/COMMITTEE</b>	<b>DATE</b>	<b>TIME</b>	<b>PLACE</b>
Zoning Board of Appeals	Wed. December 13	6:30 P.M.	City Hall, 101 Green Street
City Council	Mon. December 26	6:30 P.M.	City Hall, 101 Green Street
Historic Preservation Comm.	Thurs. January 4	6:30 P.M.	City Hall, 101 Green Street
Grant Park Committee	Fri. January 19	10:30 A.M.	City Hall, 101 Green Street

Please view the full City of Galena Calendar at [www.cityofgalena.org](http://www.cityofgalena.org)

Posted: Friday, December 8, 2017 at 3:30 p.m. Posted By:

**MINUTES OF THE REGULAR CITY COUNCIL MEETING OF 27 NOVEMBER 2017**

**17C-0460 – CALL TO ORDER**

Mayor Renner called the regular meeting to order at 6:30 p.m. in the Board Chambers at 101 Green Street on 27 November 2017.

**17C-0461 – ROLL CALL**

Upon roll call, the following members were present: Bernstein, Fach, Kieffer, Lincoln, Westemeier and Renner

Absent: Hahn

**17C-0462 – ESTABLISHMENT OF QUORUM**

Mayor Renner announced a quorum of Board members present to conduct City business.

**17C-0463– PLEDGE OF ALLEGIANCE**

The Pledge was recited.

**17C-0464 - REPORTS OF STANDING COMMITTEE**

**Turner Hall Committee** – The next meeting will be held December 7, 2017 at Turner Hall at 8:30 a.m.

**Greater Galena Marketing** – Next meeting will be held November 28, 2017 at City Hall at 3:00 p.m.

**17C-0465 – PUBLIC COMMENT**

**Rick Pariser, 113 S. High Street** – Pariser advised this is the third time he has been before the council with regard to the Norris Lane/Highway 20 situation. There still remains a danger at that intersection. He stated he hasn't seen anything done at that intersection since he was last before the council and questioned what has been done. He feels the City has a responsibility to address this situation.

**CONSENT AGENDA CA17-22**

**17C-0466 – APPROVAL OF THE MINUTES OF THE REGULAR CITY COUNCIL MEETING OF NOVEMBER 13, 2017**

**17C-0467 – APPROVAL OF REQUEST BY THE GALENA AREA CHAMBER OF COMMERCE FOR THE HALLOWEEN PARADE, INCLUDING THE CLOSURE OF WASHINGTON STREET AND PERRY STREET FOR LUNCH STANDS, ON OCTOBER 27, 2018**

**17C-0468 – APPROVAL OF BUDGET AMENDMENT BA18-10 FOR SEWER PUMP REPAIRS, SEWER MAIN INSTALLATION ON S. WEST STREET, WATERWORKS BUILDING MAINTENANCE, AND TREE PLANTING**

**17C-0469 – APPROVAL OF A CONTRACT FOR ANIMAL CONTROL SERVICES WITH THE JO DAVIESS COUNTY ANIMAL CONTROL DEPARTMENT**

**Motion:** Kieffer moved, seconded by Fach, to approve Consent Agenda, CA17-22.

**Discussion:** None.

**Roll Call:** AYES: Fach, Kieffer, Lincoln, Westemeier, Bernstein, Renner  
NAYS: None  
ABSENT: Hahn

The motion carried.

**UNFINISHED BUSINESS**

**17C-0452 – SECOND READING OF AN ORDINANCE AMENDING CHAPTER 78: SCHEDULE I “SPEED RESTRICTIONS” TO LOWER THE SPEED LIMIT ON MEEKER STREET AND MAIN STREET**

**Motion:** Westemeier moved, seconded by Bernstein, to approve the second reading of an Ordinance amending Chapter 78: Schedule I “Speed Restrictions” to lower the speed limit on Meeker Street.

**Discussion:** None.

**Roll Call:** AYES: Kieffer, Lincoln, Westemeier, Bernstein, Fach, Renner  
NAYS: None  
ABSENT: Hahn

The motion carried.

**NEW BUSINESS**

**17C-0470 – UPDATE ON GALENA RIVER WATERSHED-BASED PLANNING PROJECT**

**Motion:** Fach moved, seconded by Kieffer, to postpone the update on the Galena River Watershed-Based Planning Project, 17C-0470.

**17C-0471 – UPDATE ON THE RESTORATION OF THE OLD CITY CEMETERY**

Dale Glick updated the Council on the restoration project at the Old City Cemetery. He received a generous grant from the Galena Foundation. Those funds were used to replicate two fences. The first fence was a wood fence which placed on the original bases. The second was an iron fence which was placed around the grave of Russel Sheldon Jones. Some of the money was also used to fund 10 marble tablets which are located throughout the cemetery. Currently they have 1806 names on a list of documented burials. They have identified 200 which have been relocated to Greenwood Cemetery. Approximately 6 trees and 9 stumps were removed. Glick thanked the Public Works crew for repairing the fences, providing dirt and removing brush. Cindy Pepple has been helping clean stones. The cleaning of stones will continue next year. They are in the process of looking into erecting a memorial for the African American citizens buried there.

**17C-0472 – PRESENTATION OF PROPOSAL TO DEVELOP A SISTER CITY RELATIONSHIP WITH AGEN, FRANCE**

Janet Eggleston made a presentation to develop a sister city relationship with Agen, France. She shared the commonalities between the two communities and shared information on how to become a part of sister cities.

Eggleston advised the following steps would need to be taken:

- Joining Sister Cities International at a cost of \$180 annually. This would give the committee access to resources they provide to help in developing such an exchange or relationship.

- Form a local Sister City Committee. This adhoc committee would become the core group to work things out. The committee would be volunteer driven and would eventually get community members and civic organizations involved.
- A letter of invitation from Mayor Renner to the Mayor of Agen.

Eggleston urged the Council to consider covering the cost to join Sister Cities International.

**17C-0473 – DISCUSSION AND POSSIBLE ACTION ON A CONTRACT FOR THE SANITARY SEWER DIVERSION PROJECT AT US ROUTE 20 AND CHETLAIN LANE**

Contractor	Base Bid \$	Alternate Items \$
M & N Sproule Construction	\$106,190.00	\$ 2,090.00
Louie's Trenching Service	\$133,080.00	\$ 2,801.00
Fischer Excavating	\$180,069.44	\$13,267.30
Civil Constructors, Inc.	\$198,024.00	\$11,400.00
Valley Construction Co.	\$240,620.00	\$26,400.00
Needham Excavating, Inc.	\$262,217.20	\$19,550.00

**Motion:** Kieffer moved, seconded by Westemeier, to approve the bid from M & N Construction in the amount of \$106,190.00 for the Sanitary Sewer Diversion Project at US Route 20 and Chetlain Lane.

**Discussion:** Fach feels this is a stop gap measure. The City should be planning to take the sewer down the West side below Greenwood Cemetery and directly to the Sewage Treatment Plant.

Council asked that staff keep an eye on the work so it stays within the budget.

**Roll Call:** AYES: Lincoln, Westemeier, Bernstein, Fach, Kieffer, Renner  
 NAYS: None  
 ABSENT: Hahn

The motion carried.

**17C-0474 – DISCUSSION AND POSSIBLE ACTION ON A CONTRACT FOR FLOOR REPAIR AND REFINISHING AT TURNER HALL**

Contractor	Item 1 – Sanding, clearing, and varnishing existing floor	Alternate 1 – Repair buckled areas	Alternate 2 – Remove dark boards & replace with matching	Total
Paramore Hardwood Floors	\$ 9,900	\$1,500	\$6,400	\$17,800
Higley Industries, Inc.	\$19,484	\$ 698	\$3,677	\$23,859

**Motion:** Fach moved, seconded by Westemeier, to approve the estimate from Paramore Hardwood Floors in the amount of \$17,800 to repair the floor.

**Discussion:** None.

**Roll Call:** AYES: Westemeier, Bernstein, Fach, Kieffer, Lincoln, Renner  
 NAYS: None  
 ABSENT: Hahn

The motion carried.

**17C-0475 – DISCUSSION AND POSSIBLE ACTION ON A CONTRACT FOR MAINTENANCE TO THE FLY LOFT AT TURNER HALL**

Contractor	Quote Amount	Alternate Amount
Earl Thompson Masonry	\$12,025	\$ 5,906
Renaissance Restoration	\$38,417	\$21,200
Bi-State Masonry Inc.	\$19,910	\$ 9,872

**Motion:** Fach moved, seconded by Kieffer, to approve the quote from Earl Thompson Masonry in the amount of \$12,025 for maintenance to the fly loft at Turner Hall.

**Discussion:** None.

**Roll Call:** AYES: Bernstein, Fach, Kieffer, Lincoln, Westemeier, Renner  
 NAYS: None  
 ABSENT: Hahn

The motion carried.

**17C-0476 – FIRST READING OF THE 2017 TAX LEVY ORDINANCE FOR TAXES TO BE COLLECTED IN 2018**

**Motion:** Bernstein moved, seconded by Lincoln, to approve the first reading of the 2017 Tax Levy Ordinance for taxes to be collected in 2018.

**Discussion:** None.

**Roll Call:** AYES: Kieffer, Lincoln, Bernstein, Renner  
 NAYS: Fach, Westemeier  
 ABSENT: Hahn

The motion carried.

**17C-0477 – WARRANTS**

**Motion:** Kieffer moved, seconded by Lincoln, to approve the Warrants as presented changing the amount for Klippert Painting and staining to \$12,840.

**Discussion:** None.

**Roll Call:** AYES: Kieffer, Lincoln, Westemeier, Bernstein, Fach, Renner  
 NAYS: None  
 ABSENT: Hahn

The motion carried.

**17C-0478 – ALDERPERSONS' COMMENTS**

**City Cemetery** – Westemeier thanked Dale Glick for all of his work at the cemetery.

**Glass Recycling** – Bernstein recommended forming a committee to explore the possibilities of dealing with glass recycling.

**Levy Steps** – Fach advised there is a discrepancy in the sidewalk at the top of the levy steps near the flood gates. The sidewalk needs to be ground down at the top.

**17C-0479 – CITY ADMINISTRATOR’S REPORT**

**Passenger Rail** – Moran advised a meeting for Amtrak Passenger Rail was hosted by the Blackhawk Area Rail Coalition. The purpose was to assess the current interest and form a committee to work on the actual plan. The Blackhawk Area Rail Coalition is getting geared up for the possibility of a federal transportation bill.

**Hospital Turn Lane** – Moran updated the Council on the issue. He has been in regular contact with Tracy Bauer. In April the hospital engaged an engineer to redesign the intersection as the old plans were no longer valid. They hired MSA. In May they met with a representative from Bustos office to bring them up to speed on the project with the hopes of getting some financing. Bauer remains in communications with their office. In June the hospital applied for a USDA Grant to refinance their debt. Part of this is for the improvements. The City submitted a letter of support for the refinancing. In October they moved forward and got all permitting in place. They expect to get word on the refinancing soon. The project is hinging on the refinancing.

**17C-0480 – MAYOR’S REPORT**

Mayor Renner thanked Dale Glick and advised all of the trucks and plows are ready for snow.

**17C-0481 - ADJOURNMENT**

**Motion:** Kieffer moved, seconded by Lincoln, to adjourn.

**Discussion:** None.

**Roll Call:** AYES: Kieffer, Lincoln, Westemeier, Bernstein, Fach, Renner  
NAYS: None  
ABSENT: Hahn

The motion carried.

The meeting adjourned at 7:11 p.m.

Respectfully submitted,



Mary Beth Hyde  
City Clerk

December 5, 2017

Good Morning, Mark,

To follow up on your conversations with Mike, attached, please find the information we have provided to the Mississippi Valley Runners' Association in regard to the proposed new fund-raising event for Galena Kiwanis, a 10K/5K/children's fun run event. We are proposing this event be run on the Galena River Trail (we will also be sending you a copy of the map we have). The date we are requesting for this event is Saturday, May 19. In years past, this particular Saturday was traditionally the Saturday of the Galena Triathlon/Duathlon event. Since that event has been discontinued, there really has not been an athletic event to take its place.

We are hopeful that this new Galena Kiwanis River Trail Run will become an annual event that tourist will want to run as well as local runners from Galena, Dubuque, and Hazel Green. It is our intention in future years to add a half-marathon when the Galena River Trail has completed its expansion.

In addition to contacting the MRVA group, Mike has also contacted Envisions Tees about sponsoring our event and helping us to coordinate racing particulars. The items to be further investigated and planned by Kiwanis are: website design, electronic sign-up, additional sponsors, volunteers, etc.

We are asking you to please present our proposal to the Galena City Council at your earliest convenience. It is our understanding that liability insurance will be covered by the Kiwanis policy. However, runners/participants will be required to sign a waiver upon registration.

We look forward to working with you on this exciting event. If we can provide any additional information, please do not hesitate to contact one of us.

Sincerely,

Susan and Mike Sostak

[spsostak@yahoo.com](mailto:spsostak@yahoo.com)

[michaelsostak@yahoo.com](mailto:michaelsostak@yahoo.com)

# CITY OF GALENA, ILLINOIS

101 Green Street, Galena, Illinois 61036



## MEMORANDUM

TO: Honorable Mayor Renner and City Council  
FROM: Janelle Keeffer, Facilities Manager and Andy Lewis, City Engineer  
DATE: December 7, 2017 *Janelle*  
RE: Change Order 1 | Exterior Brick Masonry Repair for Turner Hall

At the last city council meeting, Earl Thompson Masonry's quote was approved for sealing the exterior walls of the Turner Hall fly loft and tuckpointing 100 square feet of clay tile for the contract price of \$12,025.

Earl has advised there is additional damage to the wall that needs to be repaired, with the square footage totaling 1,016 square feet (additional amount \$10,972.80) and replacement of 98 single brick tiles (additional amount \$6,272.00).

The additional changes combined total \$17,244.80. The new, proposed total for the project would be \$29,269.80 and includes 10 additional work days to complete the work.

This project is funded by The Galena Foundation through the Joe Miller Trust Fund. We have shared this information with Turner Hall committee chair Charles Marsden, who has forwarded the information to The Galena Foundation. Adding the needed repairs is within the overall budget.

We request your approval to change the scope of work to include the total of 1,016 square feet of tuckpointing for \$10,972.80 and to include removing and replacing 98 single brick tiles for \$6,272.00.

Thank you.

**CHANGE ORDER**

NUMBER: 1

PROJECT: Exterior Brick Masonry Repair - Turner Hall

OWNER: City of Galena

ADDRESS: 101 Green Street, Galena IL 61036

CONTRACTOR: Earl Thompson Masonry

ADDRESS: 407 Park Avenue, Galena IL 61036

ENGINEER/ARCHITECT: City of Galena

**DESCRIPTION OF CHANGE ORDER**

You are directed to make the following changes to the contract documents:

Ref. #	Work Item	Justification	Quantity	Unit Cost	Amount \$
1	Tuck-point additional selected areas of brick tile masonry	Additional funding for tuck-pointing provided by Galena Foundation	1016	10.8	10,972.80
2	Remove and replace single brick tile units	Additional funding for brick tile replacment provided by Galena Foundation	98	64	6,272.00
	<b>TOTAL</b>				<b>17,244.80</b>

ATTACHMENTS AND/OR REFERENCE MATERIAL: (List items and dates below)  
See emailed from Earl Thompson dated 11-21-2017

CHANGE IN CONTRACT PRICE:

Original contract price	\$ 12,025.00
Net change previous change orders	\$ -
Revised contract price with previous change orders	\$ 12,025.00
Net change of this change order	\$ 17,244.80
Contract price with all approved change orders	\$ <b>29,269.80</b>

CHANGE IN CONTRACT TIME

Original contract substantial completion date	25-May-18
Contract completion date adjustment previous change order	NA
Contract completion date adjustment this change order	10 Days
Adjusted contract substantial completion date including change orders	8-Jun-17

Recommended by:

\_\_\_\_\_  
ENGINEER

\_\_\_\_\_  
Date

Approved by:

\_\_\_\_\_  
OWNER

\_\_\_\_\_  
Date

Approved by:

\_\_\_\_\_  
CONTRACTOR

\_\_\_\_\_  
Date

**CHANGE ORDER**

NUMBER: 1

PROJECT: Exterior Brick Masonry Repair - Turner Hall

OWNER: City of Galena

ADDRESS: 101 Green Street, Galena IL 61036

CONTRACTOR: Earl Thompson Masonry

ADDRESS: 407 Park Avenue, Galena IL 61036

ENGINEER/ARCHITECT: City of Galena

**DESCRIPTION OF CHANGE ORDER**

You are directed to make the following changes to the contract documents:

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	<b>TOTAL</b>				<b>17,244.80</b>

ATTACHMENTS AND/OR REFERENCE MATERIAL: (List items and dates below)  
See emailed from Earl Thompson dated 11-21-2017

CHANGE IN CONTRACT PRICE:

Original contract price	\$ 12,025.00
Net change previous change orders	\$ -
Revised contract price with previous change orders	\$ 12,025.00
Net change of this change order	\$ 17,244.80
Contract price with all approved change orders	\$ <b>29,269.80</b>

CHANGE IN CONTRACT TIME

Original contract substantial completion date	25-May-18
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Contract completion date adjustment this change order	10 Days
Adjusted contract substantial completion date including change orders	8-Jun-17

Recommended by:

\_\_\_\_\_  
ENGINEER

\_\_\_\_\_  
Date

Approved by:

\_\_\_\_\_  
OWNER

\_\_\_\_\_  
Date

Approved by:

\_\_\_\_\_  
CONTRACTOR

\_\_\_\_\_  
Date

Beth Baranski  
1015 South Bench Street  
Galena IL 61036

November 20, 2017

Mark Moran  
Galena City Administrator  
101 Green Street  
Galena Illinois, 61036

Re: Update on Galena River Watershed-based Planning

Dear Mark,

The watershed planning effort has been underway for a year now, and I would like to ask to be placed on the agenda for the December 11th council meeting to provide an update on what has been accomplished, and to explain our strategy for completing the plan within the coming year.

At the same time, I want to invite the council members and city staff to the committee's Thursday, February 8th planning work session with local government representatives (6:30 p.m. at City Hall). We will also be inviting representatives from the county and the four townships that have jurisdiction in the watershed.

Please don't hesitate to contact me (563/580-6192) if you have any questions, and thank you for considering this request.

Sincerely,



--- Beth Baranski

Planning Committee Members

Judy Gratton, Chair  
John Schultz  
Larry Priske  
Charlie Marsden  
Mike Malon  
Deb Malone  
Dan Harms  
Beth Baranski

# CITY OF GALENA, ILLINOIS

101 Green Street, PO Box 310, Galena, Illinois 61036



## MEMORANDUM

TO: Honorable Mayor Renner and City Council

FROM: Mark Moran, City Administrator

DATE: December 5, 2017

RE: Grace Church

A handwritten signature in black ink, appearing to read "Mark Moran", is positioned to the right of the "FROM:" line.

I am writing on behalf of our staff to seek clarification of the expectations of the city council related to the pre-permitting engineering for the Grace Episcopal Church expansion project. Questions from council members and concerned residents have led us question the council's expectation regarding a slope stability study. Specifically, our staff questions if it is the expectation of the city council for the church to conduct a slope stability study to assess the potential impact of construction on nearby properties.

On June 27, 2016, the city council approved the rezoning of the church property to facilitate the expansion project. The approval was conditioned on five requirements. Although it was discussed by the council, a slope study was not listed as one of the requirements. I am attaching the meeting minutes that include the list of requirements.

At the July 25, 2016 meeting, the council reconsidered the rezoning agenda item from June 27 to clarify that a building permit for the project would not be issued until the five conditions are satisfied. The approved motion *included* the requirement for a slope study, even though the requirements were not the subject of the reconsideration. Again, the subject of the reconsideration was whether the five requirements needed to be completed before the issuance of a building permit. I am also attaching the minutes from the July 25 meeting.

After listening to the recordings of the meetings and reviewing the written minutes, our staff is not clear about whether a slope study is an absolute requirement or is only required if recommended by the geotechnical engineer for the project. To this date, we have proceeded with the belief that the slope study is only required if recommended by the geotechnical engineer. The geotechnical engineer did not recommend a slope study in the September 8, 2017 "Report of Soils Exploration". In seeking clarification, our staff is attempting to process the project according to your expectations.

The recordings of both meetings are available for you to listen to should you wish to review the full discussion of the topic.

Please let me know if you have any questions. Thank you.

**Roll Call:** AYES: Westemeier, Fach, Hahn, Kieffer, Lincoln  
NAYS: Bernstein

The motion carried.

**Main Motion**

**Roll Call:** AYES: Lincoln, Westemeier, Bernstein, Fach, Hahn, Kieffer,  
NAYS: None

The motion carried.

**16C-0240 – DISCUSSION AND POSSIBLE ACTION ON A REQUEST BY THE GALENA HISTORICAL SOCIETY AND MUSEUM TO CONDUCT THE FIRST ANNUAL ‘HEROES FOR HISTORY’ STAIR RUN/WALK ON SEPTEMBER 10, 2016**

**Motion:** Hahn moved, seconded by Kieffer, to approve the request by the Galena Historical Society and Museum to conduct the first annual “Heroes for History” stair run/walk on September 10, 2016 with the exclusion of the use of City Hall and the street closures to be worked out with Chief Huntington to determine what works best.

**Discussion:** Hahn advised we have runs/walks all over town. They typically put up a tent and do their signup there. He recommended putting a tent in the City Hall parking lot and doing the registration from there. He was opposed to the use of City Hall. Council members agreed.

Renner voiced concern with closing Bench and Prospect Streets on a Saturday. Council recommended they sit down with Chief Huntington and work with her on the street closures and what works best.

**Roll Call:** AYES: Bernstein Fach, Hahn, Kieffer, Lincoln, Westemeier, Renner  
NAYS: None

The motion carried.

**NEW BUSINESS**

**16C-0263 – PRESENTATION BY THE RICHARD PETERSON EMERGENCY MEDICAL TECHNICIAN ENDOWMENT SCHOLARSHIP FUND**

Pete Stryker gave a presentation with regard to the Richard Peterson Emergency Medical Technician Endowment Scholarship Fund and urged all to make people aware of the availability of this scholarship.

**16C-0264– DISCUSSION AND POSSIBLE ACTION ON A REQUEST BY GRACE EPISCOPAL CHURCH TO REZONE TO PLANNED UNIT DEVELOPMENT WITH AN UNDERLYING DEFAULT DISTRICT OF LOW DENSITY RESIDENTIAL**

**Motion:** Hahn moved, seconded by Kieffer, to approve the request by Grace Episcopal Church to rezone to Planned Unit Development with an underlying default district of Low Density Residential with the following requirements:

- An appropriate geotechnical study of the site provided to the City.
- Geotechnical engineer on an “as need basis” during all construction work.
- A certified elevation survey.
- Insurance to cover the project.
- Geotechnical report to be available to Eric Lieberman and the public within 72 hours of completion. Such notice to be posted at City Hall.

**Discussion:** Council discussed and were in favor provided all of the requirements are met.

**Roll Call:** AYES: Bernstein, Fach, Hahn, Kieffer Lincoln, Westemeier, Renner  
 NAYS: None

The motion carried.

**16C-0265– DISCUSSION AND POSSIBLE ACTION ON A CONTRACT FOR DOWNTOWN SIDEWALK REPLACEMENT**

The following bids were received:

Ref. #	Contractor	Base Bid	Alternate Bid
1	Louie’s Trenching Service	\$ 87,250	\$35,310
2	Civil Constructors	\$196,305	\$54,010

**Motion:** Kieffer moved, seconded by Fach, to approve the contract for downtown sidewalk replacement with Louie’s Trenching in the amount of \$122,560.

**Discussion:** Fach was glad to see that the bricks aren’t going to be disturbed at this time.

**Roll Call:** AYES: Fach, Kieffer, Lincoln, Westemeier, Bernstein  
 NAYS: None  
 ABSTAIN: Hahn

The motion carried.

**16C-0266– FIRST READING OF AN ORDINANCE REGULATING WAGES OF LABORERS, MECHANICS AND OTHER WORKERS EMPLOYED IN PUBLIC WORKS PROJECTS FOR THE CITY OF GALENA, ILLINOIS (PREVAILING WAGE ORDINANCE)**

**Motion:** Fach moved, seconded by Bernstein, to approve the first reading and waive the second reading of an Ordinance Regulating Wages of Laborers, Mechanics and Other Workers Employed in Public Works Projects for the City of Galena, Illinois.

**Discussion:** None.

**Roll Call:** AYES: Kieffer, Lincoln, Bernstein, Fach, Renner  
 NAYS: Hahn, Westemeier

The motion carried.

**16C-0267– RECONSIDERATION OF AN ORDINANCE AMENDING CHAPTER 110.39 “STREET PERFORMERS” OF THE GALENA CODE OF ORDINANCES**

No motion was presented.

**16C-0268 – WARRANTS**

**Motion:** Fach moved, seconded by Hahn, to approve the Warrants as presented, 16C-0268.

**Discussion:** None.

The motion carried.

**NEW BUSINESS**

**16C-0305– FIRST READING OF AN ORDINANCE RESCINDING ORDINANCES PERTAINING TO THE 2011 ANNEXATION OF THE PALACE CAMPGROUND**

**Motion:** Kieffer moved, seconded by Hahn, to approve the first reading and waive the second reading of an ordinance rescinding ordinances pertaining to the 2011 annexation of the Palace Campground, 16C-0305.

**Discussion:** None.

**Roll Call:** AYES: Hahn, Kieffer Lincoln, Westemeier, Bernstein, Fach, Renner  
NAYS: None

The motion carried.

**16C-0306–FIRST READING OF AN ORDINANCE TO EXECUTE AN ANNEXATION AGREEMENT BETWEEN PATRICK AND KRISTINE MCCARTHY FOR 31.88 ACRES COMMONLY KNOWN AS THE PALACE CAMPGROUND**

**Motion:** Hahn moved, seconded by Lincoln, to approve the first reading of an ordinance to execute an annexation agreement between Patrick and Kristine McCarthy for 31.88 acres commonly known as the Palace Campground, 16C-0306.

**Discussion:** None.

**Roll Call:** AYES: Kieffer, Lincoln, Westemeier, Bernstein, Fach, Hahn, Renner  
NAYS: None

The motion carried.

**16C-0307– FIRST READING OF AN ORDINANCE ANNEXING 31.88 ACRES COMMONLY KNOWN AS THE PALACE CAMPGROUND**

**Motion:** Westemeier moved, seconded by Kieffer, to approve the first reading of an ordinance annexing 31.88 acres commonly known as the Palace Campground, 16C-0307.

**Discussion:** None.

**Roll Call:** AYES: Lincoln, Westemeier, Bernstein, Fach, Hahn, Kieffer, Renner  
NAYS: None

The motion carried.

**16C-0308– RECONSIDERATION OF 16C-0264 “DISCUSSION AND POSSIBLE ACTION ON A REQUEST BY GRACE EPISCOPAL CHURCH TO REZONE TO PLANNED UNIT DEVELOPMENT WITH AN UNDERLYING DEFAULT DISTRICT OF LOW DENSITY RESIDENTIAL”**

**Motion:** Bernstein moved, seconded by Fach, to reconsider item 16C-0264, Discussion and Possible Action on a request by Grace Episcopal Church to rezone to Planned Unit Development with an underlying default district of Low Density Residential with new information being that the

City neglected to incorporate into the previous motion the fact that the Zoning Board stated that the requirements would need to be completed prior to a building permit being issued.

**Discussion:** None.

**Roll Call:** AYES: Westemeier, Bernstein, Fach, Kieffer, Lincoln  
NAYS: Hahn

The motion carried.

**Motion:** Bernstein moved, seconded by Fach, to approve the request by Grace Episcopal Church to rezone to Planned Unit Development with an underlying default district of Low Density Residential, with the necessary building permits to be issued upon completion of the following requirements:

1. An appropriate geotechnical study of the site including a slope survey to be provided to the city;
2. A Geo technical engineer be on site on an as-needed basis during all construction work;
3. A periodic certified elevation survey be performed;
4. Adequate insurance for the project be provided;
5. Geotechnical report be available to Mr. Eric Lieberman and to the public within 72 hours of receipt by the City. Notice to be posted at City Hall.

Lincoln noted when any other project of this size or nature comes before the Council, the Council gets a memorandum from Matt in which he states what has to be done. It is a given that these things must happen prior to a permit being issued. Lincoln questioned if there was some sort of a list that could be created that the applicant would have to sign off on that these are the requirements before any permits can be issued.

**Roll Call:** AYES: Bernstein Fach, Hahn, Kieffer, Lincoln, Westemeier  
NAYS: None

The motion carried.

**16C-0309– DISCUSSION AND POSSIBLE ACTION ON INTERIM REPORT TO THE CITY COUNCIL FROM THE DEER COMMITTEE**

**Motion:** Fach moved, seconded by Bernstein, to postpone item 16C-309 indefinitely.

**16C-0310– DISCUSSION AND POSSIBLE ACTION ON DESTINATION MARKETING SERVICES AGREEMENT AND GREATER GALENA MARKETING, INC., DBA GALENA/JODAVIESS OFFICE OF TOURISM**

**Motion:** Lincoln moved, seconded by Westemeier, to approve the Destination Marketing Services Agreement and Greater Galena Marketing, Inc., DBA Galena/JoDaviess Office of Tourism.

**Discussion:** Lincoln noted there are a few places where dates need to be changed or entered. Those changes will come back to the City Council once those dates are set.

**Roll Call:** AYES: Hahn, Kieffer, Lincoln, Westemeier, Bernstein Fach, Renner  
NAYS: None

The motion carried.

# CITY OF GALENA, ILLINOIS

101 Green Street, PO Box 310, Galena, Illinois 61036



## MEMORANDUM

TO: Honorable Mayor Renner and City Council

FROM: Mark Moran, City Administrator 

DATE: December 7, 2017

RE: Depot Building Interior Remodeling

I am writing with an update on the Depot interior renovation project. We have reached a milestone where we have identified the total project cost from quotes we have obtained for the many individual components of the renovation. In partnership with the soon-to-be tenant, the Greater Galena Marketing Initiative (GGMI), I am seeking your approval to move forward with contracts and construction.

In September, the city council considered a lone bid of \$147,500 from Faulkner's Construction for a new heating, ventilation, and cooling system (HVAC), and other plumbing, electric and general construction renovations to the Depot. The council rejected the bid and instead awarded a contract of \$40,850 to Holland Heating for the HVAC only. At the same time, the decision was made to divide the remaining renovation work into components in an attempt to reduce the total project cost.

For the past two months, our staff has been working with GGMI staff to define the scope of work for the complete renovation. Christopher Fye and Associates drafted the construction plans. City staff prepared requests for proposals for all planned work. On November 21, requests for quotes were distributed to multiple contractors for the plumbing, electric, and general construction work. Quotes were opened on December 6 and are recorded in Addendum A. Breaking the project into smaller pieces by trade resulted in much more competitive prices. The sum of the low quotes for plumbing, electric, and general construction (and the already awarded HVAC contract plus changes), totals \$98,598—more than \$48,900 less than the September bid of \$147,500.

In addition, we obtained quotes for all other components of the project as requested by GGMI. A complete list of all the project components and the low quote for each component is shown in Table 1 on the following page. The total project cost is \$161,378.

Table 1. Depot Renovation: Summary of Low Quotes by Project Component

Project Component	Company	Company Location	TOTAL
Plumbing	Elite Plumbing	Galena	\$20,381.00
Electric	Earl Thompson Masonry/Tim Bloom	Galena	\$13,000.00
General Construction	White Construction	Galena	\$13,800.00
Interior Painting	Beautiful Restorations	Galena	\$8,475.00
Flooring	Knautz Flooring	Galena	\$10,527.10
Attic Insulation	Spahn & Rose, White Construction	Dubuque/Galena	\$13,959.00
Storm Windows	Adams Architectural, White Const.	Dubuque/Galena	\$12,845.19
Interior Light Fixtures	Heritage Lighting	Dubuque	\$4,556.00
Window Coverings	Vignette's	Galena	\$27,275.00
Voice and Data Cabling	BTS	Dubuque	\$15,225.00
Phone System	BTS	Dubuque	\$8,991.94
Smoke, Fire, Security Systems	Security Products of Dubuque	Dubuque	\$4,982.81
Audio Visual	Willis Computer Solutions	Galena	\$7,360.13
		<b>TOTAL</b>	<b>\$161,378.17</b>

Multiple quotes were received for nearly all the project components. There were several projects where only a single quote was obtained because of the specialty of the trade and satisfactory work history with the City on prior projects. A single quote was obtained for the following project components: lighting supply, phone and data cabling, phone system, smoke, fire and security system, and audio-visual system. Again, a complete listing of all project components and all quotes is provided in Addendum A.

The City started the fiscal year with \$9,500 budgeted for maintenance at the Depot. We had hoped to insulate the attic with the budgeted funds. Following the frozen pipe incident, we received more than \$85,000 as an insurance settlement for damages. After paying all costs to-date for damage mitigation, the new HVAC system, utilities, and other miscellaneous expenses, the Depot budget has a balance of \$15,995. The current budget is shown in Table 2 below. The current balance is sufficient to pay for the attic insulation project at a cost of \$13,959.

Table 2. Current Depot Budget

Budget	Amount
Revenue	
Insurance Settlement	\$85,136
Annual Expense Budget	\$9,500
<b>TOTAL REVENUE</b>	<b>\$94,636</b>
Expenses	
Frozen pipe damage mitigation	\$19,785
New HVAC System	\$51,417
Utilities	\$4,610
Other Miscellaneous Building	\$2829
<b>TOTAL EXPENSES</b>	<b>\$78,641</b>
<b>Current Budget Surplus/(Deficit)</b>	<b>\$15,995</b>

Recommendation

To continue with the renovation project, I recommend that you award contracts to the contractors listed in Table 1 for the amounts specified. Because some of the contracts exceed \$10,000, the motion should include waiving the formal competitive bidding process (we used the request for quotes process) for those contracts. It would also be appropriate to waive competitive bidding for the specialty trades referenced earlier. The awarding of the contracts should be conditioned on a written commitment from GGMI to reimburse the City for the total project cost minus the attic insulation project ( $\$161,378 - \$13,959 = \$147,419$ ). The GGMI commitment should also include coverage for change orders that may increase the total project cost. While we have attempted to be thorough in defining the scope of work for all trades, we expect there will be changes required during construction. I request authority to approve individual change orders up to \$2,500 and not to exceed \$15,000 total.

A summary of the recommended motion is as follows:

- Approve the 13 contracts listed in this report totaling \$161,378.17.
- Waive competitive bidding and accept the request for quotes process for those contracts that exceed \$10,000.
- Waive competitive bidding on the specialty trade contracts, including lighting supply, phone and data cabling, phone system, smoke, fire and security system, and audio-visual system.
- Authorize administrative approval of change orders not to exceed \$2,500 individually or \$15,000 total.
- Do not execute the 13 contracts until written confirmation is received from GGMI that the organization will reimburse the City for \$147,419.17 for contract costs, plus costs for change orders as required.
- Payment from GGMI to the City of Galena should be made following the completion of each contract and not more than 30 days after invoicing from the City.

Based on the completion deadlines contained in the request for quotes, we expect most of the work to be completed by April 1. Occupancy by May 1 appears to be an achievable goal.

The Depot renovation project has been complicated and time consuming. I appreciate the work of City staff members Janelle Keeffer, Andy Lewis, and Jonathan Miller for their work on the project. I am also appreciative of Chris Hamilton and his staff at GGMI for their assistance.

**ADDENDUM A**

Table 1. Depot Plumbing Quotes

Company	Company Location	TOTAL
Elite Plumbing	Galena	<b>\$22,381.00</b>
Top Notch	Galena	<b>\$23,605.00</b>
Faulkner's Construction	Freeport	<b>No Quote</b>
Galena Repair & Maintenance	Galena	<b>No Quote</b>
Janco's Plumbing Service	Dubuque	<b>No Quote</b>
Montgomery Timmerman, Inc.	Galena	<b>No Quote</b>

Table 2. Depot Electrical Quotes

Company	Company Location	TOTAL
Earl Thompson Masonry	Galena	<b>\$13,000.00</b>
Top Notch	Galena	<b>\$19,000.00</b>
Bookless Electric	Galena	<b>No Quote</b>
Fleege Electric	Galena	<b>No Quote</b>
Galena Repair & Maintenance	Galena	<b>No Quote</b>
Kloss Winter Electric	Elizabeth	<b>No Quote</b>
Montgomery Timmerman, Inc.	Galena	<b>No Quote</b>
Precision Electric	Dubuque	<b>No Quote</b>
White Construction	Galena	<b>No Quote</b>

Table 3. Depot General Construction Quotes

Company	Company Location	TOTAL
White Construction	Galena	<b>\$13,800.00</b>
Galena Repair and Maintenance	Galena	<b>\$34,784.00</b>
Montgomery Timmerman, Inc.	Galena	<b>\$67,650.00</b>
Artisan Contractors	Galena	<b>No Quote</b>
Faulkner's Construction	Freeport	<b>No Quote</b>
Mike Harris Construction	Galena	<b>No Quote</b>

Table 4. Depot Interior Painting Quotes

Company	Company Location	TOTAL
Beautiful Restorations	Galena	<b>\$8,475.00</b>
Klippert Painting and Staining	Apple River, IL	<b>\$18,000.00</b>
W.F. Scott Decorating	Rock Island, IL	<b>\$31,575.00</b>
Galena Repair and Maintenance	Galena	<b>\$32,917.00</b>
Petsche Decorating	Elizabeth, IL	<b>\$40,132.25</b>
Montgomery Timmerman	Galena	<b>\$48,100.00</b>
Bob Knupp Builders and Painting	Galena	<b>No Quote</b>
Earl Thompson Masonry	Galena	<b>No Quote</b>
Faulkner's Construction	Freeport, IL	<b>No Quote</b>
White Construction	Galena	<b>No Quote</b>
Winter Creations	Nora, IL	<b>No Quote</b>

Table 5. Depot Flooring Quotes

Company	Company Location	TOTAL
Knautz Flooring	Galena	<b>\$10,527.10</b>
Faulkner's Construction	Freeport, IL	<b>No Quote</b>
First Floor Flooring	Dubuque, IA	<b>Late</b>
G & C Flooring	Galena	<b>No Quote</b>
Harris Construction	Galena	<b>No Quote</b>
Montgomery Timmerman	Galena	<b>No Quote</b>
Muehleip's Home Furnishings	Galena	<b>No Quote</b>
White Construction	Galena	<b>No Quote</b>

Table 6. Depot Attic Insulation Covering Quote

Company	Company Location	TOTAL
Spahn & Rose Lumber Co./White Construction	Dubuque	<b>\$13,959.00</b>
Bel-Aire Home Improvements	Platteville, WI	<b>No Quote</b>
Cal-Co Spray Foam Insulation	Dubuque, IA	<b>No Quote</b>
Insta-Foam Insulation & Roofing	Platteville, WI	<b>No Quote</b>
Tri-State Spray Foam	Elizabeth, IL	<b>No Quote</b>

Table 7. Depot Window Covering Quotes

Company	Company Location	TOTAL
Vignette's	Galena	<b>\$27,275.00</b>
Galena Repair and Maintenance	Galena	<b>\$29,890.00</b>

Table 8. Depot Storm Window Quotes

Company	Company Location	TOTAL
Adams Architectural Millwork and White Construction	Dubuque/Galena	<b>\$12,845.19</b>
Galena Repair and Maintenance	Galena	<b>\$14,100.00</b>

Table 9. Depot Voice and Data Cabling Quote

Company	Company Location	TOTAL
BTS	Dubuque	<b>\$15,225.00</b>

Table 10. Depot Phone System Quote

Company	Company Location	TOTAL
BTS	Dubuque	<b>\$8,991.94</b>

Table 11. Depot Smoke, Fire, and Security System Quote

Company	Company Location	TOTAL
Security Products of Dubuque	Dubuque	<b>\$4,982.81</b>

Table 12. Depot Audio Visual System Quote

Company	Company Location	TOTAL
Willis Computer Solutions	Galena	<b>\$7,360.13</b>

Table 13. Depot Lighting Quote

Company	Company Location	TOTAL
Heritage Lighting	Dubuque	<b>\$4,556.00</b>

Ordinance #0-17-

AN ORDINANCE AMENDING CHAPTER 78: SCHEDULE I "SPEED RESTRICTIONS" OF THE CODE OF ORDINANCES OF THE CITY OF GALENA

WHEREAS, the City Council of the City of Galena seeks to improve public safety by lowering the speed limit on Main Street, a street under the jurisdiction of the City, and

WHEREAS, the city council seeks to reduce the speed limit on Main Street, from Water Street to Meeker Street, from 20 m.p.h. to 15 m.p.h., and

NOW THEREFORE, BE IT ORDAINED by the City Council of the City of Galena, Jo Daviess County, Illinois, as follows:

SECTION I: Chapter 78, Schedule I, "Speed Restrictions" shall be amended by as follows:

<i>Street</i>	<i>Location</i>	<i>Speed Limit</i>
<u>Main Street</u>	<u>From Water Street to Meeker Street</u>	<u>15 m.p.h.</u>
Main Street	From Spring Street to <del>Meeker</del> <u>Water</u> Street	20 m.p.h.

SECTION III. All ordinances or parts of ordinances conflicting with the provisions of this ordinance are hereby repealed.

SECTION IV: Passed on this \_\_\_\_ day of \_\_\_\_\_, A.D., 2017, in open Council.

AYES:

NAYS:

\_\_\_\_\_  
TERRY RENNER, MAYOR

ATTEST:

\_\_\_\_\_  
MARY BETH HYDE, CITY CLERK

**MEMORANDUM**

TO: Honorable Mayor Renner and City Council

FROM: Mark Moran, City Administrator

DATE: November 30, 2017

RE: Sexual Harassment Policy



I am writing to inform you of a new state law that requires our municipality to adopt a new sexual harassment policy. Public Act 100-0554 amends the State Officials and Employees Ethics Act, including Section 70-5, which pertains to government entities. The Act mandates all governmental units adopt, within 60 days after the effective date of November 16, 2017, which is January 15, 2018, an ordinance or resolution establishing a policy prohibiting sexual harassment.

The Illinois Municipal League (IML) has developed a Policy Prohibiting Sexual Harassment that complies with the mandates of the Act, along with a model ordinance adopting the Policy Prohibiting Sexual Harassment. The attached policy and ordinance created by IML meet the requirements of the Act and have also been reviewed by our City Attorney.

Pursuant to this new mandate, we must adopt the ordinance establishing a policy prohibiting sexual harassment prior to January 15, 2018. The new policy will replace our current policy.

Please let me know if you have any questions. Thank you.

**ORDINANCE #17-**  
**AN ORDINANCE ADOPTING A POLICY PROHIBITING SEXUAL HARASSMENT**  
**FOR THE CITY OF GALENA**

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**WHEREAS**, the Illinois General Assembly has recently enacted Public Act 100-0554, an Act concerning government, which became effective immediately, dated November 16, 2017;

**WHEREAS**, pursuant to the Act, each governmental unit shall adopt an ordinance or resolution establishing a policy to prohibit sexual harassment;

**WHEREAS**, all prior existing sexual harassment policies of the City of Galena shall be superseded by the Policy Prohibiting Sexual Harassment adopted by this Ordinance; and

**WHEREAS**, should any section or provision of this Ordinance or the adopted Policy Prohibiting Sexual Harassment be declared to be invalid, that decision shall not affect the validity of this Ordinance or adopted Policy Prohibiting Sexual Harassment as a whole or any part thereof, other than the part so declared to be invalid;

**NOW, THEREFORE**, be it ordained by the corporate authorities of the City of Galena the following:

**SECTION I.** The Policy Prohibiting Sexual Harassment, included as Exhibit A to this Ordinance, is hereby adopted.

**SECTION II.** This ordinance shall be in full force and effect on the \_\_\_\_ day of December 2017.

Passed on this \_\_\_\_ day of \_\_\_\_\_, A.D., 2017, in open Council.

**AYES:**

**NAYS:**

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**TERRY RENNER, MAYOR**

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**ATTEST: MARY BETH HYDE, CITY CLERK**

## **POLICY PROHIBITING SEXUAL HARASSMENT<sup>i</sup>**

### *I. PROHIBITION ON SEXUAL HARASSMENT*

It is unlawful to harass a person because of that person's sex. The courts have determined that sexual harassment is a form of discrimination under Title VII of the U.S. Civil Rights Act of 1964, as amended in 1991. All persons have a right to work in an environment free from sexual harassment. Sexual harassment is unacceptable misconduct which affects individuals of all genders and sexual orientations. It is a policy of the City of Galena to prohibit harassment of any person by any municipal official, municipal agent, municipal employee or municipal agency or office on the basis of sex or gender. All municipal officials, municipal agents, municipal employees and municipal agencies or offices are prohibited from sexually harassing any person, regardless of any employment relationship or lack thereof.

### *II. DEFINITION OF SEXUAL HARASSMENT*

This policy adopts the definition of sexual harassment as stated in the Illinois Human Rights Act, which currently defines sexual harassment as:

Any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:

- (1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
- (2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
- (3) Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Conduct which may constitute sexual harassment includes:

- Verbal: sexual innuendos, suggestive comments, insults, humor, and jokes about sex, anatomy or gender-specific traits, sexual propositions, threats, repeated requests for dates, or statements about other employees, even outside of their presence, of a sexual nature.
- Non-verbal: suggestive or insulting sounds (whistling), leering, obscene gestures, sexually suggestive bodily gestures, "catcalls", "smacking" or "kissing" noises.
- Visual: posters, signs, pin-ups or slogans of a sexual nature, viewing pornographic material or websites.
- Physical: touching, unwelcome hugging or kissing, pinching, brushing the body, any coerced sexual act or actual assault.
- Textual/Electronic: "sexting" (electronically sending messages with sexual content, including pictures and video), the use of sexually explicit language, harassment, cyber stalking and threats via all forms of electronic communication (e-mail, text/picture/video messages, intranet/on-line postings, blogs, instant messages and social network websites like Facebook and Twitter).

The most severe and overt forms of sexual harassment are easier to determine. On the other end of the spectrum, some sexual harassment is more subtle and depends, to some extent, on individual perception and interpretation. The courts will assess sexual harassment by a standard of what would offend a “reasonable person.”

### III. *PROCEDURE FOR REPORTING AN ALLEGATION OF SEXUAL HARASSMENT*

An employee who either observes sexual harassment or believes herself/himself to be the object of sexual harassment should deal with the incident(s) as directly and firmly as possible by clearly communicating her/his position to the offending employee, and her/his immediate supervisor. It is not necessary for sexual harassment to be directed at the person making the report.

Any employee may report conduct which is believed to be sexual harassment, including the following:

- *Electronic/Direct Communication.* If there is sexual harassing behavior in the workplace, the harassed employee should directly and clearly express her/his objection that the conduct is unwelcome and request that the offending behavior stop. The initial message may be verbal. If subsequent messages are needed, they should be put in writing in a note or a memo.
- *Contact with Supervisory Personnel.* At the same time direct communication is undertaken, or in the event the employee feels threatened or intimidated by the situation, the problem must be promptly reported to the immediate supervisor of the person making the report, a department head, a director of human resources, an ethics officer, the city administrator, or the mayor.

The employee experiencing what he or she believes to be sexual harassment must not assume that the employer is aware of the conduct. If there are no witnesses and the victim fails to notify a supervisor or other responsible officer, the municipality will not be presumed to have knowledge of the harassment.

- *Resolution Outside Municipality.* The purpose of this policy is to establish prompt, thorough and effective procedures for responding to every report and incident so that problems can be identified and remedied by the municipality. However, all municipal employees have the right to contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) for information regarding filing a formal complaint with those entities. An IDHR complaint must be filed within 180 days of the alleged incident(s) unless it is a continuing offense. A complaint with the EEOC must be filed within 300 days.

Documentation of any incident may be submitted with any report (what was said or done, the date, the time and the place), including, but not limited to, written records such as letters, notes, memos and telephone messages.

All allegations, including anonymous reports, will be accepted and investigated regardless of how the matter comes to the attention of the municipality. However, because of the serious implications of sexual harassment charges and the difficulties associated with their investigation and the questions of credibility involved, the claimant’s willing cooperation is a vital component of an effective inquiry and an appropriate outcome.

*IV. PROHIBITION ON RETALIATION FOR REPORTING SEXUAL HARASSMENT ALLEGATIONS*

No municipal official, municipal agency, municipal employee or municipal agency or office shall take any retaliatory action against any municipal employee due to a municipal employee's:

1. Disclosure or threatened disclosure of any violation of this policy,
2. The provision of information related to or testimony before any public body conducting an investigation, hearing or inquiry into any violation of this policy, or
3. Assistance or participation in a proceeding to enforce the provisions of this policy.

For the purposes of this policy, retaliatory action means the reprimand, discharge, suspension, demotion, denial of promotion or transfer, or change in the terms or conditions of employment of any municipal employee that is taken in retaliation for a municipal employee's involvement in protected activity pursuant to this policy.

No individual making a report will be retaliated against even if a report made in good faith is not substantiated. In addition, any witness will be protected from retaliation.

Similar to the prohibition against retaliation contained herein, the State Officials and Employees Ethics Act (5 ILCS 430/15-10) provides whistleblower protection from retaliatory action such as reprimand, discharge, suspension, demotion, or denial of promotion or transfer that occurs in retaliation for an employee who does any of the following:

1. Discloses or threatens to disclose to a supervisor or to a public body an activity, policy, or practice of any officer, member, State agency, or other State employee that the State employee reasonably believes is in violation of a law, rule, or regulation,
2. Provides information to or testifies before any public body conducting an investigation, hearing, or inquiry into any violation of a law, rule, or regulation by any officer, member, State agency or other State employee, or
3. Assists or participates in a proceeding to enforce the provisions of the State Officials and Employees Ethics Act.

Pursuant to the Whistleblower Act (740 ILCS 174/15(a)), an employer may not retaliate against an employee who discloses information in a court, an administrative hearing, or before a legislative commission or committee, or in any other proceeding, where the employee has reasonable cause to believe that the information discloses a violation of a State or federal law, rule, or regulation. In addition, an employer may not retaliate against an employee for disclosing information to a government or law enforcement agency, where the employee has reasonable cause to believe that the information discloses a violation of a State or federal law, rule, or regulation. (740 ILCS 174/15(b)).

According to the Illinois Human Rights Act (775 ILCS 5/6-101), it is a civil rights violation for a person, or for two or more people to conspire, to retaliate against a person because he/she has opposed that which he/she reasonably and in good faith believes to be sexual harassment in employment, because he/she has made a charge, filed a complaint, testified, assisted, or participated in an investigation, proceeding, or hearing under the Illinois Human Rights Act.

An employee who is suddenly transferred to a lower paying job or passed over for a promotion after filing a complaint with IDHR or EEOC, may file a retaliation charge – due within 180 days (IDHR) or 300 days (EEOC) of the alleged retaliation.

*V. CONSEQUENCES OF A VIOLATION OF THE PROHIBITION ON SEXUAL HARASSMENT*

In addition to any and all other discipline that may be applicable pursuant to municipal policies, employment agreements, procedures, employee handbooks and/or collective bargaining agreement, any person who violates this policy or the Prohibition on Sexual Harassment contained in 5 ILCS 430/5-65, may be subject to a fine of up to \$5,000 per offense, applicable discipline or discharge by the municipality and any applicable fines and penalties established pursuant to local ordinance, State law or Federal law. Each violation may constitute a separate offense. Any discipline imposed by the municipality shall be separate and distinct from any penalty imposed by an ethics commission and any fines or penalties imposed by a court of law or a State or Federal agency.

*VI. CONSEQUENCES FOR KNOWINGLY MAKING A FALSE REPORT*

A false report is a report of sexual harassment made by an accuser using the sexual harassment report to accomplish some end other than stopping sexual harassment or retaliation for reporting sexual harassment. A false report is not a report made in good faith which cannot be proven. Given the seriousness of the consequences for the accused, a false or frivolous report is a severe offense that can itself result in disciplinary action. Any person who intentionally makes a false report alleging a violation of any provision of this policy shall be subject to discipline or discharge pursuant to applicable municipal policies, employment agreements, procedures, employee handbooks and/or collective bargaining agreements.

In addition, any person who intentionally makes a false report alleging a violation of any provision of the State Officials and Employees Ethics Act to an ethics commission, an inspector general, the State Police, a State's Attorney, the Attorney General, or any other law enforcement official is guilty of a Class A misdemeanor. An ethics commission may levy an administrative fine of up to \$5,000 against any person who intentionally makes a false, frivolous or bad faith allegation.

<sup>i</sup> This policy was drafted using the Illinois Department of Human Rights Sexual Harassment Model Policy and has been modified to conform to Public Act 100-0554.

**ORDINANCE NO. 0-17-\_\_ 2017 TAX LEVY ORDINANCE  
FOR TAXES TO BE COLLECTED IN 2018**

An Ordinance levying taxes for all corporate purposes for the City of Galena, Jo Daviess County, Illinois, for the fiscal year beginning May 1, 2018, and ending April 30, 2019. County, Illinois.

**BE IT ORDAINED BY** the Mayor and City Council of the City of Galena, Illinois:

**SECTION I:** That the amount hereinafter set forth, or so much thereof as may be authorized by law, and the same are hereby levied upon all property subject to taxation within the municipality as that property is assessed and equalized for the current year and for such purposes as: Parks & Recreation; General Corporate; Garbage Disposal; Flood Control; Fire Protection; Annual Audit; Illinois Municipal Retirement Fund; Social Security; Chlorination; Street Lighting; Water Treatment; Street & Bridge; Police Protection; Unemployment Insurance; Worker's Compensation; City Tort Judgment & Liability; Emergency Services and School Crossing Guards for the City of Galena, Jo Daviess County, Illinois for the fiscal year beginning May 1, 2018, and ending April 30, 2019.

<b>FUND</b>	<b>AMOUNT BUDGETED \$</b>	<b>FROM OTHER SOURCES \$</b>	<b>AMOUNT LEVIED \$</b>
<b>General Fund</b>			
<b>Administration</b>			
Personnel - Salaries	137,600	137,600	0
Personnel - Elected	17,500	500	17,000
Professional Services	580,500	580,500	0
Communications	4,450	4,450	0
Professional Development	2,600	2,600	0
Debt Service	275,720	275,720	0
Capital Outlays	0	0	0
Other Expenditures	38,350	38,350	0
Total	1,056,720	1,039,720	17,000

<b>FUND</b>	<b>AMOUNT BUDGETED \$</b>	<b>FROM OTHER SOURCES \$</b>	<b>AMOUNT LEVIED \$</b>
<b>General Fund</b>			
<b>Finance</b>			
Personnel - Salaries	91,250	91,250	0
Insurance Benefits	491,100	178,253	312,847
Maintenance Services	52,520	52,520	0
Professional Services	22,260	22,260	0
Communications	12,400	12,400	0
Professional Development	2,075	2,075	0
Service Charges	9,900	9,900	0
Other Contractual Services	8,000	8,000	0
Maintenance Supplies	7,000	7,000	0
Capital Outlays	0	0	0
Total	696,505	383,658	312,847

FUND	AMOUNT BUDGETED \$	FROM OTHER SOURCES \$	AMOUNT LEVIED \$
<b>General Fund</b>			
<b>City Clerk</b>			
Personnel - Salaries	9,100	0	9,100
Maintenance Services	0	0	0
Professional Services	4,500	4,500	0
Communications	1,700	1,700	0
Professional Development	2,800	2,800	0
Service Charges	0	0	0
Other Contractual Services	0	0	0
Maintenance Supplies	0	0	0
Capital Outlays	800	800	0
Total	18,900	9,800	9,100

FUND	AMOUNT BUDGETED \$	FROM OTHER SOURCES \$	AMOUNT LEVIED \$
<b>General Fund</b>			
<b>Zoning</b>			
Personnel - Salaries	61,960	36,310	25,650
Personnel - Elected	1,900	1,900	0
Professional Services	3,150	3,150	0
Communications	950	950	0
Professional Development	400	400	0
Maintenance Supplies	1,000	1,000	0
Capital Outlays	1,000	1,000	0
Other Expenditures	0	0	0
Total	70,360	44,710	25,650

FUND	AMOUNT BUDGETED \$	FROM OTHER SOURCES \$	AMOUNT LEVIED \$
<b>General Fund</b>			
<b>Building</b>			
Personnel - Salaries	65,700	58,700	7,000
Other Benefits	0	0	0
Maintenance Services	0	0	0
Professional Services	1,000	1,000	0
Communications	400	300	0
Professional Development	4,800	4,800	0
Maintenance Supplies	0	0	0
General Supplies	0	0	0
Other Expenditures	2,500	1,500	0
Total	74,400	66,300	8,100

FUND	AMOUNT BUDGETED \$	FROM OTHER SOURCES \$	AMOUNT LEVIED \$
<b>General Fund</b>			
<b>Engineering</b>			
Personnel - Salaries	8,000	8,000	0
Professional Services	9,000	6,000	3,000
Professional Development	2,000	2,000	0
Capital Outlays	2,100	2,100	0
Total	21,100	18,100	3,000

FUND	AMOUNT BUDGETED \$	FROM OTHER SOURCES \$	AMOUNT LEVIED \$
<b>General Fund</b>			
<b>Police</b>			
Personnel - Salaries	668,000	643,917	24,083
Other Benefits	7,500	7,500	0
Maintenance Services	5,000	5,000	0
Professional Services	32,400	32,400	0
Communications	11,300	11,300	0
Professional Development	8,200	8,200	0
Service Charges	9,300	9,300	0
Maintenance Supplies	16,700	16,700	0
General Supplies	5,000	5,000	0
Capital Outlays	42,450	42,450	0
Other Expenditures	17,325	17,325	0
Total	823,175	799,092	24,083

FUND	AMOUNT BUDGETED \$	FROM OTHER SOURCES \$	AMOUNT LEVIED \$
<b>General Fund</b>			
<b>Public Works</b>			
Personnel - Salaries	402,400	360,568	41,832
Other Benefits	400	400	0
Maintenance Services	52,100	52,100	0
Professional Services	7,400	7,400	0
Communications	1,600	1,600	0
Professional Development	500	500	0
Service Charges	32,000	32,000	0
Maintenance Supplies	58,500	58,500	0
General Supplies	42,850	42,850	0
Debt Service	0	0	0
Capital Outlays	255,460	255,460	0
Total	853,210	811,378	41,832
<b>General Fund Grand Total</b>	<b>3,614,370</b>	<b>3,172,758</b>	<b>441,612</b>

REF: General Corporate Tax (65ILCS 5/8-3.1)	441,612
REF: Police Protection Tax (65ILCS 5/11-1-3 & 5.1)	24,083
REF: School Cross Guards Tax (65ILCS 5/11-80-23)	10
REF: Street Lighting Tax (65ILCS 5/11-80-5)	10
REF: Street & Bridges (65ILCS 5/11-81-2)	0
<b>Total Corporate Levy</b>	<b>465,715</b>

FUND	AMOUNT BUDGETED \$	FROM OTHER SOURCES \$	AMOUNT LEVIED \$
<b>Annual Audit</b>			
Annual Audit	31,925	14,425	17,500
Book Reconciliation	0	0	0
Total	31,925	14,425	17,500

REF: Audit Tax (65ILCS 5/8-8-8)	17,500
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FUND	AMOUNT BUDGETED \$	FROM OTHER SOURCES \$	AMOUNT LEVIED \$
<b>Emergency Services</b>			
Ambulance Service	0	0	0
Siren Maintenance	1,000	600	400
Communication	350	243	107
Electric	1,800	1,450	350
Capital Outlays	0	0	0
Total	3,150	2,293	857

REF: Emergency Services & Disaster Operations Tax (65ILCS 5/8-3-16)	857
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FUND	AMOUNT BUDGETED \$	FROM OTHER SOURCES \$	AMOUNT LEVIED \$
<b>Garbage Collection</b>			
Personnel Services - Salaries	9,470	9,470	0
Insurance Benefits	0	0	0
Pension Benefits	0	0	0
Professional Services	230,040	230,030	10
Communications	4,000	4,000	0
Professional Development	0	0	0
General Supplies	0	0	0
Other Expenditures	6,450	6,450	0
Total	249,960	249,950	10

REF: Garbage Disposal Tax (65ILCS 5/11-19-4)	10
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FUND	AMOUNT BUDGETED \$	FROM OTHER SOURCES \$	AMOUNT LEVIED \$
<b>Workers' Compensation</b>			
Workers' Compensation Insurance	99,000	0	76,000
Total	99,000	0	76,000

REF: Workers' Compensation and Occupational Disease (7451LCS 10/9-107) **76,000**

FUND	AMOUNT BUDGETED \$	FROM OTHER SOURCES \$	AMOUNT LEVIED \$
<b>Liability Insurance</b>			
Insurance Benefit	0	0	0
City Building & Content	52,000	16,350	35,650
Public Official's Liability	400	100	300
Automobile Insurance	22,000	2,150	19,850
Tort Insurance	74,000	36,000	38,000
Inland Marine	4,000	500	3,500
Boiler & Machinery	3,300	600	2,700
Employee Crime	0	0	0
Employee's Bond	0	0	0
Treasurer's Bond	0	0	0
Total	155,700	55,700	100,000

REF: City Tort Judgment & Liability Insurance Fund (745 ILCS 10/9-107) **100,000**

FUND	AMOUNT BUDGETED \$	FROM OTHER SOURCES \$	AMOUNT LEVIED \$
<b>Parks Fund</b>			
Personnel Services - Salaries	82,225	37,225	45,000
Maintenance Services	18,700	18,700	0
Professional Services	3,150	3,150	0
Professional Development	0	0	0
Service Charges	3,500	3,500	0
General Supplies	11,000	11,000	0
Debt Service	54,850	54,850	0
Capital Outlays	1,891,300	1,891,300	0
Other Expenditures	0	0	0
Total	2,064,725	2,019,725	45,000

REF: Parks Tax (651LCS 5/11-98-1) **45,000**

FUND	AMOUNT BUDGETED \$	FROM OTHER SOURCES \$	AMOUNT LEVIED \$
<b>Social Security</b>			
Social Security Tax	142,200	0	158,000
Total	142,200	0	158,000

REF: Social Security Fund (40LCS 5/21-110 & 110.1) **158,000**

FUND	AMOUNT BUDGETED \$	FROM OTHER SOURCES \$	AMOUNT LEVIED \$
<b>Flood Control Fund</b>			
Personnel Services - Salaries	41,800	0	40,000
Insurance Benefits	0	0	0
Pension Benefits	0	0	0
Maintenance Services	9,000	0	9,000
Professional Services	0	0	0
Communications	0	0	0
Professional Development	0	0	0
Service Charges	2,500	0	3,000
Maintenance Supplies	3,000	0	2,000
General Supplies	0	0	0
Capital Outlays	4,000	0	22,000
Other Expenditures	1,000	0	1,000
Total	61,300	0	77,000

REF: Levee Tax (65LCS 5/11-112-1 & 2) **77,000**

FUND	AMOUNT BUDGETED \$	FROM OTHER SOURCES \$	AMOUNT LEVIED \$
<b>Fire Protection Fund</b>			
Personnel Services - Salaries	35,400	0	35,400
Insurance Benefits	2,200	0	2,500
Pension Benefits	0	0	0
Maintenance Services	3,800	0	3,700
Professional Services	3,025	0	3,025
Communications	1,850	0	1,850
Professional Development	10,750	0	8,500
Service Charges	16,200	0	15,700
Other Contractual Services	0	0	0
Maintenance Supplies	12,000	0	11,250
General Supplies	15,000	0	13,250
Capital Outlays	135,000	0	254,312
Other Expenditures	7,750	0	8,190
<b>Total</b>	<b>242,975</b>	<b>0</b>	<b>357,677</b>

REF: Fire Protection Tax (65ILCS 5/11-71 & 3) 357,677

FUND	AMOUNT BUDGETED \$	FROM OTHER SOURCES \$	AMOUNT LEVIED \$
<b>Water Fund</b>			
Personnel Services - Salaries	121,000	120,990	10
Insurance Benefits	0	0	0
Pension Benefits	0	0	0
Maintenance Services	0	0	0
Professional Services	0	0	0
Communications	2,400	2,400	0
Professional Development	0	0	0
Service Charges	11,000	11,000	0
Other Contractual Services	339,000	339,000	0
Maintenance Supplies	0	0	0
General Supplies	400	400	0
Debt Service	162,100	162,100	0
Capital Outlays	186,100	186,100	0
Other Expenditures	42,770	42,770	0
<b>Total</b>	<b>864,770</b>	<b>864,760</b>	<b>10</b>

REF: Waterworks System Tax (65ILCS 5/11-131-1) 10

FUND	AMOUNT BUDGETED \$	FROM OTHER SOURCES \$	AMOUNT LEVIED \$
<b>Sewer Fund</b>			
Personnel Services - Salaries	105,350	105,350	0
Insurance Benefits	0	0	0
Pension Benefits	0	0	0
Maintenance Services	1,300	1,300	0
Professional Services	24,700	24,690	10
Communications	1,300	1,300	0
Professional Development	0	0	0
Other Contractual Services	339,000	339,000	0
Maintenance Supplies	0	0	0
General Supplies	300	300	0
Debt Service	607,990	607,990	0
Capital Outlays	111,000	111,000	0
Other Expenditures	56,370	56,370	0
<b>Total</b>	<b>1,247,310</b>	<b>1,247,300</b>	<b>10</b>

REF: Chlorination of Sewage Tax (65ILCS 5/11-142-3) 10

FUND	AMOUNT BUDGETED \$	FROM OTHER SOURCES \$	AMOUNT LEVIED \$
<b>Illinois Municipal Retirement Fund</b>			
Pension Benefits	166,000	61,000	105,000
Personal Property Replacement Tax (Library)	8,000	8,000	0
Total	174,000	69,000	105,000
REF: Illinois Municipal Retirement Fund (40 ILCS 5/7-171)			<b>105,000</b>

FUND	AMOUNT BUDGETED \$	FROM OTHER SOURCES \$	AMOUNT LEVIED \$
<b>Unemployment Insurance</b>			
Unemployment Payments	95,000	92,500	2,500
Total	95,000	92,500	2,500
Unemployment Compensation Fund (745ILCS 10/9-1-7)			<b>2,500</b>

TAX LEVY SUMMARY			AMOUNT LEVIED \$
General Corporate Tax			441,612
Police Protection Tax			24,083
School Cross Guards			10
Street Lighting			10
Street & Bridges Tax			0
Annual Audit Tax			17,500
Emergency Services Tax			857
Garbage Disposal Tax			10
Worker's Compensation Tax			76,000
City Tort Judgment & Liability Insurance			100,000
Parks & Recreation Tax			45,000
Social Security Tax			158,000
Flood Control Tax			77,000
Fire Protection Tax			357,677
Water Treatment Tax			10
Chlorination Tax			10
Illinois Municipal Retirement Fund			105,000
Unemployment Insurance Tax			2,500
<b>TOTAL TAX LEVY</b>			<b>1,405,279</b>

**SECTION II:** That the amount levied for each object and purpose is placed in a separate column under the heading, "Amount Levied," which appears over same being as follows, to-wit:

**SECTION III:** That if any section, subdivision or sentence of this ordinance shall for any reason be held invalid or to be unconstitutional, such decision shall not affect the validity of the remaining portion of this ordinance.

**SECTION IV:** That this ordinance shall be in full force and effect after its adoption as provided by law.

Adopted this 11th day of December, 2017 pursuant to a roll call vote by the City Council of the City of Galena, Jo Daviess County, Illinois.

AYES:

NAYS:

ABSENT:

ABSTAIN:

ATTEST:

\_\_\_\_\_  
Terry Renner, Mayor

\_\_\_\_\_  
Mary Beth Hyde, City Clerk

Invoice	Seq	Type	Description	Invoice Date	Total Cost	PO Number	GL Account
<b>AMERICAN WATER ENTERPRISES (1005)</b>							
EMCI-00023	1	Invoice	WATER CONTRACT	11/21/2017	26,621.28		51.42.515.00
EMCI-00023	2	Invoice	SEWER CONTRACT	11/21/2017	26,621.28		52.43.515.01
Total AMERICAN WATER ENTERPRISES (1005):					53,242.56		
<b>AZAVAR AUDIT (120348)</b>							
I3819	1	Invoice	AUDIT FEES	12/01/2017	38.31		01.11.549.00
Total AZAVAR AUDIT (120348):					38.31		
<b>BOLDT, JOSH (120492)</b>							
101717	1	Invoice	DEPOSIT REFUND	10/17/2017	200.00		58.54.929.00
Total BOLDT, JOSH (120492):					200.00		
<b>BRIGGS, TRACEY (118769)</b>							
112717	1	Invoice	DEPOSIT REFUND	11/27/2017	200.00		58.54.929.00
Total BRIGGS, TRACEY (118769):					200.00		
<b>BUMAN, BOB (1235)</b>							
120117	1	Invoice	REFUND	12/01/2017	5.80		01.11.912.00
Total BUMAN, BOB (1235):					5.80		
<b>CARGILL, INC. (119097)</b>							
2903767934	1	Invoice	SALT	11/29/2017	1,348.94		01.41.614.07
2903781483	1	Invoice	SALT	12/06/2017	1,353.24		01.41.614.07
Total CARGILL, INC. (119097):					2,702.18		
<b>CEDAR CROSS OVERHEAD DOOR (588)</b>							
200037	1	Invoice	GARAGE MAINTENANCE	11/27/2017	153.50		01.41.511.00
Total CEDAR CROSS OVERHEAD DOOR (588):					153.50		
<b>CHICAGO CENTRAL PACIFIC (107)</b>							
9500179677	1	Invoice	DEPOT FENCE LEASE	12/04/2017	300.00		01.13.511.02
Total CHICAGO CENTRAL PACIFIC (107):					300.00		
<b>CIVIL CONSTRUCTORS, INC. (1122)</b>							
17054	1	Invoice	COLD PATCH	11/28/2017	2,438.00		51.42.929.00
Total CIVIL CONSTRUCTORS, INC. (1122):					2,438.00		
<b>CIVIL MATERIALS (120397)</b>							
110352	1	Invoice	SEWER CHIPS	11/30/2017	370.19		01.41.614.04
Total CIVIL MATERIALS (120397):					370.19		
<b>COMELEC SERVICES INC. (244)</b>							
0459362	1	Invoice	SQUAD 1 REPAIRS	11/30/2017	40.50		01.21.513.06

Invoice	Seq	Type	Description	Invoice Date	Total Cost	PO Number	GL Account
0459362	2	Invoice	SQUAD 4 REPAIRS	11/30/2017	239.50		01.21.513.06
Total COMELEC SERVICES INC. (244):					280.00		
<b>CORE &amp; MAIN LP (120473)</b>							
1067424	1	Invoice	REPLACE METER	11/07/2017	2,825.44		51.42.930.00
Total CORE & MAIN LP (120473):					2,825.44		
<b>DIXON, R.K. (1)</b>							
1831510	1	Invoice	METER CLICKS	11/15/2017	341.81		01.13.579.00
Total DIXON, R.K. (1):					341.81		
<b>DUDEK, ANTHONY (120489)</b>							
120517	1	Invoice	DEPOSIT REFUND	12/05/2017	200.00		58.54.929.00
Total DUDEK, ANTHONY (120489):					200.00		
<b>DUHACK (LEHN) &amp; SONS, INC. (119578)</b>							
120517	1	Invoice	STORAGE BARN ROOF	12/05/2017	4,312.00		22.22.840.05
Total DUHACK (LEHN) & SONS, INC. (119578):					4,312.00		
<b>ELITE PLUMBING (120136)</b>							
5199	1	Invoice	PARK EQUIPMENT MAIN	11/22/2017	137.50		17.52.517.02
Total ELITE PLUMBING (120136):					137.50		
<b>FARM &amp; FLEET/SYNCB (120040)</b>							
120117	1	Invoice	EQUIPMENT	12/01/2017	26.74		17.52.514.00
120117	2	Invoice	CLOTHING	12/01/2017	147.64		01.41.579.02
Total FARM & FLEET/SYNCB (120040):					174.38		
<b>GALENA ARC (850)</b>							
121117	1	Invoice	HAHN COUNCIL SALARY	12/11/2017	50.00		01.11.432.00
Total GALENA ARC (850):					50.00		
<b>GALENA CHAMBER/COMMERCE (20)</b>							
48803	1	Invoice	HALLOWEEN PARADE D	12/05/2017	2,500.00		01.11.929.05
Total GALENA CHAMBER/COMMERCE (20):					2,500.00		
<b>GALENA GAZETTE (34)</b>							
00058076	1	Invoice	GAZETTE AD	10/19/2017	100.00		22.22.565.00
00058665	1	Invoice	PUBLIC NOTICE	11/22/2017	29.45		01.16.553.00
Total GALENA GAZETTE (34):					129.45		
<b>GASSER @ GALENA (24)</b>							
121117	1	Invoice	SUPPLIES	12/11/2017	4.94		01.13.511.08
121117	2	Invoice	SUPPLIES	12/11/2017	80.99		01.41.579.02

Invoice	Seq	Type	Description	Invoice Date	Total Cost	PO Number	GL Account
121117	3	Invoice	SUPPLIES	12/11/2017	71.75		01.41.614.04
121117	4	Invoice	SUPPLIES	12/11/2017	11.77		01.41.652.00
121117	5	Invoice	SUPPLIES	12/11/2017	25.99		01.41.653.00
121117	6	Invoice	SUPPLIES	12/11/2017	27.87		17.52.517.02
121117	7	Invoice	SUPPLIES	12/11/2017	44.87		17.52.652.00
121117	8	Invoice	SUPPLIES	12/11/2017	41.17		22.22.563.00
121117	9	Invoice	SUPPLIES	12/11/2017	168.18		22.22.611.00
121117	10	Invoice	SUPPLIES	12/11/2017	7.18		58.54.654.01
Total GASSER @ GALENA (24):					484.71		
<b>GLOBAL REACH INTERNET PROD. (119792)</b>							
88311	1	Invoice	WEBSITE HOSTING FEE	11/01/2017	115.00		01.13.512.05
Total GLOBAL REACH INTERNET PROD. (119792):					115.00		
<b>GUY'S TRUCK &amp; TRACTOR SERVICE (119033)</b>							
GW1010068	1	Invoice	BACKHOE	12/04/2017	1,818.57		01.41.613.07
Total GUY'S TRUCK & TRACTOR SERVICE (119033):					1,818.57		
<b>HALSTEAD, MARY L. (119966)</b>							
121117	1	Invoice	CITY HALL JANITOR	12/11/2017	290.00		01.13.511.07
121117	2	Invoice	PUBLIC RESTROOMS AT	12/11/2017	270.00		01.13.511.08
121117	3	Invoice	MARKET HOUSE RESTR	12/11/2017	258.50		01.13.511.08
Total HALSTEAD, MARY L. (119966):					818.50		
<b>ILLINOIS DEPARTMENT OF CMS (CRF) (118967)</b>							
T1813146	1	Invoice	MONTHLY CHARGE	11/13/2017	221.35		01.21.542.00
Total ILLINOIS DEPARTMENT OF CMS (CRF) (118967):					221.35		
<b>JACOBS, JULIE (120491)</b>							
112717	1	Invoice	DEPOSIT REFUND	11/27/2017	200.00		58.54.929.00
Total JACOBS, JULIE (120491):					200.00		
<b>JO CARROLL ENERGY, INC. (397)</b>							
120117	1	Invoice	ELECTRIC/STREET LIGH	12/01/2017	4,721.78		15.41.572.00
121117	1	Invoice	LIFT STATION	12/11/2017	120.09		52.43.850.09
121117	2	Invoice	CITY HALL/ELECTRIC	12/11/2017	185.43		01.13.571.01
121117	3	Invoice	POLICE/ELECTRIC	12/11/2017	460.86		01.21.571.01
121117	4	Invoice	EMS/ELECTRIC	12/11/2017	129.26		12.10.571.01
121117	5	Invoice	PARKS/ELECTRIC	12/11/2017	103.16		17.52.571.01
121117	6	Invoice	FLOOD/ELECTRIC	12/11/2017	293.33		20.25.576.01
121117	7	Invoice	FIRE/ELECTRIC	12/11/2017	366.64		22.22.576.01
121117	8	Invoice	TURNER HALL/ELECTRIC	12/11/2017	624.25		58.54.571.01
121117	9	Invoice	WELCOME SIGNS/ELECT	12/11/2017	33.98		01.41.571.01
121117	10	Invoice	DEPOT BUILDING/ELECT	12/11/2017	48.18		01.13.511.03
Total JO CARROLL ENERGY, INC. (397):					7,086.96		

Invoice	Seq	Type	Description	Invoice Date	Total Cost	PO Number	GL Account
<b>JO DAVIESS CTY GIS DEPT (330)</b>							
101317	1	Invoice	GIS PLAN	10/13/2017	18.75		01.45.532.01
Total JO DAVIESS CTY GIS DEPT (330):					18.75		
<b>JO DAVIESS CTY SHERIFF (116)</b>							
120617	1	Invoice	CITY SHARE OF OFFICE	12/06/2017	200.12		01.21.538.00
120617	2	Invoice	RADIO SERVICE	12/06/2017	100.00		22.22.538.00
Total JO DAVIESS CTY SHERIFF (116):					300.12		
<b>KEEFFER, JANELLE (120130)</b>							
120417	1	Invoice	TURNER HALL RUGS	12/04/2017	85.00		58.54.553.00
Total KEEFFER, JANELLE (120130):					85.00		
<b>KUHN, BRIAN (236)</b>							
102917	1	Invoice	CLOTHING	10/29/2017	73.83		01.41.471.09
Total KUHN, BRIAN (236):					73.83		
<b>LAWSON PRODUCTS, INC. (627)</b>							
9305402894	1	Invoice	TOOLS	11/21/2017	188.66		01.41.653.00
9305402894	2	Invoice	SUPPLIES	11/21/2017	51.10		01.41.652.00
9305402894	3	Invoice	SUPPLIES	11/21/2017	179.19		17.52.652.00
9305402894	4	Invoice	FREIGHT	11/21/2017	30.79		01.41.652.00
9305411354	1	Invoice	SUPPLIES	11/27/2017	28.91		01.41.652.00
Total LAWSON PRODUCTS, INC. (627):					478.65		
<b>LEXISNEXIS RISK SOLUTIONS (376)</b>							
1343164-201	1	Invoice	INVESTIGATION PROGR	11/30/2017	33.00		01.21.652.03
Total LEXISNEXIS RISK SOLUTIONS (376):					33.00		
<b>LIEB ENERGY SOLUTIONS, CO. (119931)</b>							
595745	1	Invoice	SIDEWALK MAINTENANC	12/03/2017	130.00		01.41.514.08
Total LIEB ENERGY SOLUTIONS, CO. (119931):					130.00		
<b>LOUIE'S AGGREGATE COMPANY (1218)</b>							
4790	1	Invoice	STORM SEWER	11/16/2017	106.44		01.41.514.06
Total LOUIE'S AGGREGATE COMPANY (1218):					106.44		
<b>MARTIN EQUIPMENT-DUBUQUE (281)</b>							
308422	1	Invoice	MISC. VEHICLE REPAIRS	11/21/2017	1,474.00		01.41.613.12
Total MARTIN EQUIPMENT-DUBUQUE (281):					1,474.00		
<b>MENARDS (280)</b>							
51960	1	Invoice	DOG KENNEL	11/28/2017	18.68		01.41.514.08

Invoice	Seq	Type	Description	Invoice Date	Total Cost	PO Number	GL Account
Total MENARDS (280):					18.68		
<b>MIKE FINNIN FORD (119255)</b>							
3060380	1	Invoice	2012 1-TON	11/22/2017	880.64		01.41.613.03
Total MIKE FINNIN FORD (119255):					880.64		
<b>MNS CONSTRUCTION, INC. (118877)</b>							
12753	1	Invoice	SIDEWALK REPAIR	11/21/2017	828.16		01.41.614.05
Total MNS CONSTRUCTION, INC. (118877):					828.16		
<b>NAPA AUTO PARTS (79)</b>							
120117	1	Invoice	TOOLS	12/01/2017	31.99		01.41.653.00
Total NAPA AUTO PARTS (79):					31.99		
<b>NICOR (151)</b>							
120117	1	Invoice	TURNER HALL/GAS	12/01/2017	693.67		58.54.571.05
120117	2	Invoice	POOL-GAS	12/01/2017	185.21		59.55.571.02
Total NICOR (151):					878.88		
<b>ORKIN PEST CONTROL (574)</b>							
120617	1	Invoice	PEST CONTROL SERVIC	12/06/2017	93.50		01.13.511.01
Total ORKIN PEST CONTROL (574):					93.50		
<b>REDFEARN TREE SERVICE &amp; NURS. (118895)</b>							
5983	1	Invoice	TREES-REC, GRANT & C	11/29/2017	4,527.00		17.52.820.06
Total REDFEARN TREE SERVICE & NURS. (118895):					4,527.00		
<b>SECOND CHANCE CARDIAC SOLUTIONS (120048)</b>							
17-011-439	1	Invoice	PEDIATRIC ELECTRODE	11/20/2017	343.80		01.21.652.04
Total SECOND CHANCE CARDIAC SOLUTIONS (120048):					343.80		
<b>SECURITY PRODUCTS OF DUBUQUE (119890)</b>							
0459022	1	Invoice	ALARM MONITORING	11/29/2017	27.00		01.13.552.00
Total SECURITY PRODUCTS OF DUBUQUE (119890):					27.00		
<b>SIRCHIE FINGER PRINT LABS (659)</b>							
0325569	1	Invoice	INVESTIGATION MATERI	11/15/2017	87.64		01.21.652.03
Total SIRCHIE FINGER PRINT LABS (659):					87.64		
<b>SKYLINE CONSTRUCTION (120490)</b>							
112017	1	Invoice	SIDEWALK SALT	11/20/2017	160.50		17.52.652.00
Total SKYLINE CONSTRUCTION (120490):					160.50		

Invoice	Seq	Type	Description	Invoice Date	Total Cost	PO Number	GL Account
<b>SPAHN &amp; ROSE LUMBER CO (1166)</b>							
9785880	1	Invoice	SIDEWALK MATERIALS	11/27/2017	73.15		01.41.514.08
9785898	1	Invoice	SUPPLIES	11/27/2017	14.34		01.41.652.00
Total SPAHN & ROSE LUMBER CO (1166):					87.49		
<b>TOP NOTCH PLUMBING, HEATING (625)</b>							
112521	1	Invoice	TESTING	11/22/2017	102.10		20.25.576.01
Total TOP NOTCH PLUMBING, HEATING (625):					102.10		
<b>TRI-STATE APPAREL (120154)</b>							
129942	1	Invoice	RECYCLE MAGNETS	11/15/2017	525.00		13.44.554.00
Total TRI-STATE APPAREL (120154):					525.00		
<b>US CELLULAR (92)</b>							
120117	1	Invoice	PUBLIC WORKS/CELL PH	12/01/2017	50.73		01.41.552.00
120117	2	Invoice	ADMIN/CELL PHONE	12/01/2017	45.13		01.11.552.00
120117	3	Invoice	MORAN/CELL PHONE	12/01/2017	19.00		01.261.0
120117	4	Invoice	POLICE/CELL PHONES	12/01/2017	84.65		01.21.552.01
120117	5	Invoice	HUNTINGTON/CELL PHO	12/01/2017	20.00		01.216.0
120117	6	Invoice	TONY/CELL PHONE	12/01/2017	28.20		01.261.0
Total US CELLULAR (92):					247.71		
<b>US POSTAL SERVICE (1076)</b>							
113017	1	Invoice	PERMIT 82 ACCOUNT PO	11/30/2017	750.00		13.44.551.00
113017	2	Invoice	PERMIT 82 ACCOUNT PO	11/30/2017	250.00		52.43.551.00
113017	3	Invoice	PERMIT 82 ACCOUNT PO	11/30/2017	500.00		51.42.551.00
Total US POSTAL SERVICE (1076):					1,500.00		
<b>VALLEY PERENNIALS (118994)</b>							
112717	1	Invoice	HOLIDAY WREATHS	11/27/2017	2,830.65		01.11.929.07
Total VALLEY PERENNIALS (118994):					2,830.65		
<b>VAN METER INC. (141)</b>							
S010019113	1	Invoice	LED LIGHTS	11/22/2017	29.23		58.54.654.01
S010040328.	1	Invoice	STREET LIGHTS	12/01/2017	112.50		01.41.514.11
Total VAN METER INC. (141):					141.73		
<b>WEBER PAPER COMPANY (40)</b>							
D040491	1	Invoice	SUPPLIES	11/17/2017	233.85		01.13.511.08
D040492	1	Invoice	SUPPLIES	11/17/2017	464.92		01.13.511.06
Total WEBER PAPER COMPANY (40):					698.77		
<b>WEX BANK (119104)</b>							
120117	1	Invoice	PUBLIC WORKS-GAS	12/01/2017	741.31		01.41.655.00
120117	2	Invoice	PARKS-GAS	12/01/2017	211.08		17.52.655.03
120117	3	Invoice	POLICE-GAS	12/01/2017	1,348.72		01.21.655.00

Invoice	Seq	Type	Description	Invoice Date	Total Cost	PO Number	GL Account
120117	4	Invoice	BUILDING-GAS	12/01/2017	94.31		01.46.655.00
120117	5	Invoice	REBATE ADJUSTMENT	12/01/2017	26.14-		01.41.655.00
120117	6	Invoice	REBATE ADJUSTMENT	12/01/2017	26.15-		01.21.655.00
120117	7	Invoice	FIRE-GAS	12/01/2017	238.31		22.22.655.00
Total WEX BANK (119104):					2,581.44		
<b>WHITE CONSTRUCTION CO., INC. (119359)</b>							
120417	1	Invoice	PUMP FOR FOUNTAIN C	12/04/2017	53.49		17.52.652.00
120417	2	Invoice	VACUUM CLEANER	12/04/2017	130.36		58.54.511.00
121117	1	Invoice	PUBLIC WORKS JANITO	12/11/2017	110.00		01.41.511.01
Total WHITE CONSTRUCTION CO., INC. (119359):					293.85		
Grand Totals:					100,932.53		

Report GL Period Summary

Vendor number hash: 3487750  
 Vendor number hash - split: 4691503  
 Total number of invoices: 65  
 Total number of transactions: 107

Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	100,932.53	100,932.53
Grand Totals:	100,932.53	100,932.53